

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Computers in Business
Test Number: 245
School:
Instructor's Name:

Students in course:
Students tested:
Date:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Improve keyboarding speed 4 words per minute with an accuracy level of no more than 6 errors on a 3 minute timing. Students at 50 words per minute or greater should be rated at the teacher's discretion.
 - 4 Highly Skilled 4 wpm increase with 6 errors or less
 - 3 Moderately Skilled 3 wpm increase with 6 errors or less
2. Correct keyboarding technique.
 - 4 Highly Skilled The student knows the keys and keys by touch.
 - 3 Moderately Skilled With more practice, the student will key by touch.
3. Create an advertisement with the following requirements: two fonts, two font colors, two font sizes, and one graphic.
4. Create a newsletter with a masthead, three columns, a graphic in each column.
5. Create a web page using HTML that includes the following tags: a title heading, sub-heading, body text, and text enhancements including two font colors, bolded word(s), italicized word(s), and a graphic.
6. Create a home page using a web page editor that includes a title heading, sub-heading, body text, and text enhancements including two font colors, bolded word(s), italicized word(s), and a graphic, and create a link to an existing web page.
7. Create a second web page using a web page editor that will link to the student's home page. It also must include a title heading, sub-heading, body text, and text enhancements including two font colors, bolded word(s), italicized word(s), and a graphic. The student must also create a home button on the bottom of the web page.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: _____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.